



## PLAN CHECK REQUIREMENTS-RESIDENTIAL

Following is a comprehensive list of plans that may be required for building permit review. For specific requirements for a particular project, please consult with the Building Division at the One-Stop Permit Center, City Hall between the hours of 8:00 am – 12:00 noon and 1:00 pm – 5:00 pm Monday through Friday.

Prior to building plan check, approval by the Planning Division may be required. Please contact a Planner at the One-Stop Permit Center for more information.

- ☐ 1. **Five** copies of each of the following plans (**second story additions and new construction**)
- ☐ 2. **Three** copies of each of the following plans between 8:00 a.m. and 12:00 noon (**remodels and single story additions**)
- ☐ 3. Minimum size of plans should be 18" x 24"
  - Cover Sheet (project address, location map, building type, flood zone, square footage of existing and proposed)
  - Site/Plot Plan (property lines, structures, distances between structures and setbacks to property lines)
  - Use Permit/Special Development Permit Conditions, Variance, or Subdivision approval (on plan sheets)
  - Floor Plan
  - Floor Plan for Each Unit (multi-unit projects)
  - Electrical Plan
  - Plumbing Plan
  - Mechanical Plan
  - Foundation Plan
  - Roof Framing Plan
  - Floor Framing Plan
  - Cross Sections
  - Structural Details (foundation, floor, walls, ceiling/roof, stair, handrails)
  - Santa Clara County Department of Environmental Health Approval (for spas/pools in non-single family)
  - Landscaping and/or Irrigation Details (including reclaimed water system)
  - Solar Plan
  - Grading Plan Including all Utilities (sewer, water, gas, storm drain)
  - Architectural Elevations (including trash enclosure details)
  - PG&E Approval for Spas and/or Pools
  - Specifications
  - Soils Report (only three copies needed)
  - Storm Water Pollution Prevention Plan (required when disturbing one acre or more of soil)
  - Storm Water Management Plan (required when project contains one acre or more of impervious surface)
- ☐ 4. **Two** copies of each of the following documents:
  - Structural Calculations (wet signed)
  - Energy Calculations (Title 24)
  - Truss Calculations Floor/Roof (wet signed)
  - Solar Calculations
  - Sound Transfer Report